

DMHAS Education and Training Fall 2015

**7 New Instructor-Led Trainings
1 New Web-Based Training**

www.ct.gov/dmhas/educationtraining



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The training listed in this catalog is open to DMHAS Operated staff, DMHAS Funded staff and PACCT students.

The picture on the cover was taken by Kimberly Platt, DMHAS Education and Training Division.

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CONTINUING EDUCATION UNITS (CEU) INFORMATION

CCB	CONNECTICUT CERTIFICATION BOARD	Category 1 Contact Hours are available for some classes. <u>Participants MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.
SW	SOCIAL WORK NASW/CT	Continuing Education Credits (C.E.C.) are available for some classes. <u>Participants MUST ATTEND 100%</u> of the class to be eligible to receive this certificate. Can be used for LMFT and LPC licensing requirements.
CNA	DMHAS is an APPROVED PROVIDER of continuing nursing education by the Northeast Multistate Division, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.	Available for some classes. <u>Participants MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.
PSY	DMHAS IS APPROVED TO PROVIDE PSYCHOLOGY CONTINUING EDUCATION CREDITS	Available for some classes. <u>Participants MUST ATTEND 100%</u> of the class to be eligible to receive this certificate.

Fall Instructor-Led Training

To view the description, CEUs and instructor of the training, click the title of the offering prior to registering in the LMS.

Beginning on and after 10/1/14, **licensed clinical psychologists** in Connecticut will have to complete a minimum of **ten** hours of approved continuing education in the twelve months following their license renewal. Not more than five continuing education units during each registration period shall be completed via the Internet, distance learning or home study. DMHAS Education and Training instructor-led and self-directed web-based trainings that have been approved are noted with PSY under the CEU column.

Licensed social workers, marital and family therapists, and certified and licensed alcohol and drug counselors are to complete **one** contact hour of continuing education coursework in **cultural competency** during each license registration period. Trainings with an asterisk (*) by the title meet that requirement.

Date(s)	Time	Title	Facility	CEUs
9/2/2015, 9/9/2015, 9/16/2015 & 9/30/2015	9:00am-1:15pm	Motivational Interviewing Intensive	Beers Hall, CVH	CCB, SW, PSY
9/3/2015	9:00am-12:15pm	A Supervisor's Guide: Leading Others through Change	Beers Hall, CVH	CCB, SW
9/8/2015	9:00am-3:30pm	Addressing Vicarious Trauma: Reducing Burnout and Job Dissatisfaction in Clinical Settings	Beers Hall, CVH	CCB, SW, PSY
9/10/2015 & 9/17/2015	9:00am-3:30pm	Understanding Group Process	Beers Hall, CVH	CCB
9/10/2015	9:00am-4:30pm	A Supervisor's Guide: Coaching Employee Performance and Presenting Effective Performance Appraisals	Beers Hall, CVH	CCB, SW
9/11/2015	9:00am-12:15pm	Ethics for Substance Abuse Counselors	Connecticut Clearinghouse	CCB
9/17/2015	9:00am-12:15pm	A Brief Introduction to Working with People with Borderline Personality Disorders	Beers Hall, CVH	CCB, SW, PSY
9/18/2015	9:00am-3:30pm	Best Practices in the Treatment of Co-Occurring Depression and Substance Use	Connecticut Clearinghouse	CCB, SW, PSY
9/18/2015	9:00am-3:30pm	How to Effectively Teach Skills	Beers Hall, CVH	CCB, SW, PSY
9/24/2015	9:00am-3:30pm	Working with Clients who have Forensic and Legal Issues	Beers Hall, CVH	CCB, SW, PSY

Date(s)	Time	Title	Facility	CEUs
9/25/2015	9:00am-3:30pm	Overview of Problem Gambling	Beers Hall, CVH	CCB, SW, PSY
9/25/2015	9:00am-3:30pm	Recovery and Relapse: Two Sides of the Coin	Connecticut Clearinghouse	CCB, SW, PSY
9/28/2015	9:00am-4:30pm	Helping You, Without Hurting Me	Beers Hall, CVH	CCB, SW, PSY
9/29/2015	9:00am-4:00pm	Overdose Prevention Training: Practical Guidelines for Program Development and Implementation <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY
9/29/2015	8:30am-4:30pm	Assessing & Managing Suicide Risk: Core Competencies for Mental Health Professionals (This training is intended for master's level clinicians. See page 9 for important details.)	Connecticut Clearinghouse	Provided by AMSR
10/2/2015	9:00am-3:30pm	Person-Centered & Recovery-Oriented Clinical Records Documentation	Connecticut Clearinghouse	CCB, SW, PSY
10/2/2015	9:00am-12:15pm	Understanding Homelessness: A Simulation	Beers Hall, CVH	
10/5/2015	9:00am-3:30pm	Using a Client's Emotional Intelligence to Promote Stabilization and Recovery	Connecticut Clearinghouse	CCB, SW, PSY
10/7/2015	9:00am-4:30pm	Ethics and Boundaries for Behavioral Health Workers	Beers Hall, CVH	CCB
10/8/2015	9:00am-3:30pm	Best Practices for Clients with Anger Disorders	Connecticut Clearinghouse	CCB, SW, PSY
10/8/2015	9:00am-4:30pm	Understanding Mental Health Conditions	Beers Hall, CVH	CCB, SW, PSY
10/9/2015	9:00am-3:30pm	Personality Disorders: Challenges, Strategies, and Boundaries	Connecticut Clearinghouse	CCB, SW, PSY
10/13/2015	9:00am-12:15pm	Burnout Prevention and Recapturing Balance in the Workplace for Employees and Managers	Beers Hall, CVH	
10/13/2015	9:00am-12:15pm	Ethics for Substance Abuse Counselors: Boundaries	Connecticut Clearinghouse	CCB

Date(s)	Time	Title	Facility	CEUs
10/14/2015	9:00am-12:15pm	An Introduction to Mindfulness Meditation Practice	Beers Hall, CVH	CCB, SW, PSY
10/14/2015	1:00pm - 4:30pm	Deepening One's Mindfulness Meditation Practice	Beers Hall, CVH	CCB, SW, PSY
10/14/2015	9:00am-3:30pm	Tips and Techniques for the Brand New Supervisor	Connecticut Clearinghouse	CCB, SW
10/14/2015, 10/21/2015, 10/28/2015, & 11/4/2015	9:00am-1:15pm	Cognitive Behavioral Therapy Intensive	Beers Hall, CVH	CCB, SW, PSY
10/15/2015 & 10/29/2015	9:00am-3:30pm	Current Trends in Street Drugs & Prescription Medications	Beers Hall, CVH	CCB, SW, PSY
10/19/2015	9:00am-3:30pm	Exploring Ethical Dilemmas in Practice	Beers Hall, CVH	CCB, SW, PSY
10/20/2015	9:00am-3:30pm	Perspectives: Building Collaborative Partnerships Between Mental Health Providers, Family Members and Persons in Recovery (In collaboration with CT NAMI)	Beers Hall, CVH	CCB, SW, PSY
10/20/2015	9:00am-3:30pm	Integrating Gambling Awareness into Mental Health and Substance Use Treatment and Prevention <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY
10/27/2015	9:00am-3:30pm	Strategies for Engaging Clients in Services	Beers Hall, CVH	CCB, SW, PSY
10/28/2015	9:00am-3:30pm	Huffing: I'm Not Using Drugs!!!	Connecticut Clearinghouse	CCB, SW, PSY
11/2/2015	9:00am-3:30pm	The Art of Diagnosis	Beers Hall, CVH	CCB, SW, PSY
11/2/2015	9:00am-3:30pm	Support Groups versus Counseling Groups: The What, How and When of Each	Connecticut Clearinghouse	CCB, SW, PSY
11/3/2015	9:00am-3:30pm	Supervisee and Supervisor Leadership Styles: Finding Common Ground	Beers Hall, CVH	CCB, SW, PSY

Date(s)	Time	Title	Facility	CEUs
11/4/2015	9:00am-4:30pm	Ethics, Boundaries, and Burnout in Trauma-Informed Practice	Connecticut Clearinghouse	CCB, SW, PSY
11/5/2015	9:00am-3:30pm	Assessing Risk and Suicidality: Interviewing Skills for Clinicians and Helpers	Beers Hall, CVH	CCB, SW, PSY
11/6/2015	9:00am-4:30pm	Medication-Assisted Treatment and Recovery for Substance Use Disorders <i>NEW</i>	Connecticut Clearinghouse	CCB, SW@, PSY
11/9/2015	9:00am-3:30pm	Ethical Practice in Groupwork	Connecticut Clearinghouse	CCB, SW, PSY
11/13/2015	9:00am-3:30pm	Gambling Awareness with Youth <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY
11/16/2015 & 11/17/2015	9:00am-3:30pm	Getting Familiar with the DSM-5: A Casework Approach	Beers Hall, CVH	CCB, SW, PSY
11/19/2015	9:00am-3:00pm	Job Developing Strategies in Supported Employment	Beers Hall, CVH	
11/19/2015	9:00am-3:30pm	Forensic CBT	Connecticut Clearinghouse	CCB, SW, PSY
11/20/2015	9:00am-3:30pm	Screening and Assessment in Addiction Treatment	Connecticut Clearinghouse	CCB, SW, PSY
11/30/2015	9:00am-12:15pm	Drug Threats in Connecticut: Protecting Children	Beers Hall, CVH	CCB, SW, PSY
12/1/2015 & 12/7/2015	9:00am-3:30pm	Alcohol's Deadly Impact: Physical, Social, & Psychological Consequences of Abuse	Beers Hall, CVH	CCB, SW, PSY
12/2/2015	9:00am-3:30pm	Cross-Cultural Partnership: Embracing Cultural Preferences to Effectively Determine Personal Value Goals* <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY
12/3/2015	9:00am-3:00pm	Evidenced-Based Supported Employment Practices	Beers Hall, CVH	
12/3/2015	9:00am-11:30am	Sexual Harassment Prevention Training for Supervisory Employees (For State Employees Only)	Merritt Hall, CVH	

Date(s)	Time	Title	Facility	CEUs
12/3/2015	9:00am-3:30pm	Best Practices for Clients with Anger Disorders	Connecticut Clearinghouse	CCB, SW, PSY
12/4/2015	9:00am-4:30pm	Understanding Mental Health Conditions	Beers Hall, CVH	CCB, SW, PSY
12/4/2015	9:00am-3:30pm	Effective Documentation in Addiction Treatment	Connecticut Clearinghouse	CCB, SW, PSY
12/8/2015	9:00am-12:15pm	Effective Communication and Respect in the Workplace for Employees and Managers	Beers Hall, CVH	
12/10/2015	9:00am-3:30pm	Forensic CBT	Connecticut Clearinghouse	CCB, SW, PSY
12/11/2015	9:00am-12:15pm	Intro. to the Dual Diagnosis Capability in Addiction Tx and Dual Diagnosis Capability in Mental Health Tx Assessment Tools	Connecticut Clearinghouse	CCB, SW, PSY
12/11/2015	9:00am-3:30pm	Gambling and the Criminal Justice System <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY
12/16/2015	9:00am-3:30pm	Working with the DSM-5	Beers Hall, CVH	CCB, SW, PSY
12/17/2015	9:00am-3:30pm	Recognizing, Assessing, and Treating Trauma-Related Disorders in the Adolescent and Young Adult Populations <i>NEW</i>	Beers Hall, CVH	CCB, SW@, PSY

@ NASW/CEU application pending

Assessing & Managing Suicide Risk: Core Competencies for Mental Health Professionals

Connecticut Clearinghouse, Plainville, CT

9/29/15

Registration 8:00 Workshop 8:30 – 4:30

This is a one-day workshop intended for **Master's Level Clinicians** on assessing suicide risk, planning treatment, and managing the ongoing care of the at-risk client. The training teaches essential core competencies that meet the needs of an entire spectrum of mental health professionals. It is sponsored by Wheeler Clinic, the Suicide Prevention Resource Center, and the American Association of Suicidology.

The Suicide Prevention Resource Center currently offers six and a half (6.5) continuing education (CEU) hours to workshop participants for full attendance with a completed online survey.



Self-Directed Web-Based Training Offerings

Beginning on and after 10/1/14, **licensed clinical psychologists** in Connecticut will have to complete a minimum of **ten** hours of approved continuing education in the twelve months following their license renewal. Not more than five continuing education units during each registration period shall be completed via the Internet, distance learning or home study. DMHAS Education and Training instructor-led and self-directed web-based trainings that have been approved are noted with PSY under the CEU column. **Licensed social workers, marital and family therapists, and certified and licensed alcohol and drug counselors** are to complete **one** contact hour of continuing education coursework in **cultural competency** during each license registration period. Trainings with an asterisk (*) by the title meet that requirement.

Training Title	Credit Hours	CEUs Offered
An Introduction to Post-Traumatic Stress Disorder (PTSD)	1	CCB, PSY
Anaphylactic Allergic Reactions and Epinephrine Auto-Injectors	3	
Assessment in Community Support Programs (CSP) and Recovery Pathways (RP)	1	CCB, SW, PSY
Back Safety and Lifting Techniques	0.5	
Blood and Body Fluid Clean Up: Overview	1	
Bringing the Full Power of Science to Bear on Drug Abuse and Addiction	1	CCB, PSY
Cocaine: Abuse and Addiction	1	CCB, SW, PSY
Community Support Programs (CSP): From Maintenance to Rehabilitation	2	CCB, SW, PSY
Connecticut Legal Rights Project: Protecting Rights to Rebuild Lives	0.5	
Cultural Competence Primer for Behavioral Health Practitioners and Settings*	1	CCB, SW, PSY
Cultural Elements in Treating Hispanic and Latino Populations* <i>NEW</i>	1	CCB, SW@, PSY
Depression	1.5	CCB, SW, PSY
Diabetes Mellitus Basics	2	
DSM-5: A Brief Introduction	1	CCB, SW, PSY, CNA
DSM-5: Substance-Related and Addictive Disorders	1	CCB, SW, PSY, CNA
Elder Abuse: Identification and Reporting*	0.5	CCB, SW, PSY
Employee Safety: Preventing Slips, Trips and Falls	1	
Family Therapy with Problem Gamblers and their Families: The First Steps to Recovery	1	CCB, SW, PSY
Food Safety and Kitchen Hygiene Overview	1	
Gender Responsive Substance Abuse Treatment for Women*	2	CCB, SW, PSY
Grounding Techniques	1	CCB, PSY
Helping Patients who Drink Too Much	2	CCB, SW, PSY
Hepatitis A Virus (HAV): An Introduction	1	CCB
Hepatitis B Virus (HBV): An Introduction	1	CCB

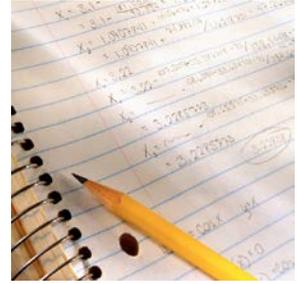
Training Title	Credit Hours	CEUs Offered
Hepatitis C Virus (HBV): An Introduction	1	CCB
Infection Control and Prevention for Community Health Care Workers <i>(available for DMHAS Funded Agency Staff ONLY)</i>	1	
Introduction to Integrating Gambling and Problem Gambling into Substance Use and Mental Health Disorders Programs	3	CCB, SW, PSY
Medication and Entitlement Access for Connecticut	1	CCB, SW
Medications Used in the Treatment of Mental Health Disorders	2	CCB, SW, PSY
MRSA Overview	1	
Naloxone in the Prevention of Opioid Overdose	0.5	CCB, PSY
PCP: Understanding Phencyclidine	0.5	CCB, PSY
Person Centered Treatment Planning	3	CCB, SW, PSY
Prescription Drugs: Abuse and Addiction	1	CCB, SW, PSY
Recovery Planning and Documentation in Community Support Programs (CSP) and Recovery Pathways (RP)	1	CCB, SW, PSY
Substance Abuse and HIV/AIDS	1	CCB, SW, PSY
Supportive Employment for Permanent Supportive Housing in Connecticut	2.5	CCB, SW
The Criminal Justice System	2	CCB
Tobacco Addiction	1	CCB, SW, PSY
Tools for Engaging Clients in Services	2	CCB, SW, PSY
Treating Clients with Traumatic Brain Injury in Substance Abuse Treatment	1	CCB, SW, PSY
Understanding Bipolar Disorder	2	CCB, SW, PSY
Understanding Compulsive Hoarding: What Is It and How to Help	2	CCB, SW, PSY
Understanding Drug Abuse and Addiction: What Science Says	0.5	CCB, PSY
Understanding Opioid Addiction and Treatment	1	CCB, SW, PSY
Understanding Trauma	2	CCB, SW, PSY
Working with People Diagnosed with Schizophrenia	2	CCB, SW, PSY
Working with People Presenting Gambling Problems and Financial Issues in Behavioral Health Settings	1	CCB, SW, PSY

@ NASW/CEU application pending

New web-based training offerings are posted as they become available.



INTERESTED IN CERTIFICATION?



Overview of the Certification Process

The Overview of the Certification Process course is designed to assist participants with the certification process and is ideal for anyone interested in learning more about certification with the CCB. This course is also designed to provide participants with tools and information to simplify the process, as well as answering commonly held questions about the certification process. The course is designed to provide assistance to people seeking certification for all CCB credentials, and will provide an overview of CCB products and services as well as address questions about licensure and certification of alcohol and drug addiction professionals with the Department of Public Health in Connecticut. The session includes a coaching session for all interested participants.

Overview of the Certification Process

09/22/2015
10/6/2015
11/17/2015
12/8/15

9:00 a.m. – 4:00 p.m.

Walk-In Certification Process

Coaching sessions are offered every
Wednesday from 1 p.m. to
4 p.m. at the CCB Offices in Wallingford, CT

To register for or to obtain more information about the courses listed above, please contact Jeff Quamme, CCB Director at jquamme@ctcertboard.org.



The mission of the CCB is to protect the public by enhancing recovery oriented workforce capacity.

100 South Turnpike Road, Suite C · Wallingford, CT 06492 · 203.284.8800

ADDITIONAL TRAINING RESOURCES

SOLUTIONS – E.A.P. (EMPLOYEE ASSISTANCE PROGRAM)

This program is for state employees only

Solutions - E.A.P. is available to conduct one-hour workshops on-site at DMHAS facilities. A range of topics are available including, but not limited, to the following:

- ◆ Stress Management
- ◆ Managing Conflict in the Workplace
- ◆ Coping with Change
- ◆ Relaxation Techniques
- ◆ Managing Your Finances
- ◆ Team Building & Respectful Communication
- ◆ Compassion Fatigue –Taking Care of Yourself

Solutions E.A.P. will also make on-site visits to explain the program in detail to groups of employees or managers.

Call Solutions at 1-800-526-3485 or email Tom Matthews at Tmatthews@solutions-eap.com to start the process. Visit www.solutions-eap.com for more information.

Connecticut Clearinghouse

Connecticut Clearinghouse is the state's premier library and resource center for information and materials on mental health and substance use disorders, prevention and health promotion, treatment and recovery, wellness, and other related topics. Located in Plainville, the Clearinghouse is a program of Wheeler Clinic's Center for Prevention, Wellness and Recovery and is funded by the Connecticut Department of Mental Health and Addiction Services.

Resources and services are available to anyone who lives or works in the state. Materials include an extensive library collection of books, DVDs, and curricula available for loan; as well as a wide variety of pamphlets, posters, and fact sheets on behavioral health and related topics.

The Clearinghouse also maintains a statewide prevention listserv and calendar of events, publishes a monthly online newsletter, provides expert reference services, and hosts informational events. For additional information, please visit Connecticut Clearinghouse's website at www.ctclearinghouse.org, and "like" our facebook page at www.facebook.com/ctclearinghouse. You may also call us toll free at 800.232.4424 or locally at 860.793.9791.

REGISTRATION INFORMATION

- **To register for training, you must go through our Learning Management System: <https://ctlms.ct.gov>.**
- For help with registration, searching the catalog, transcripts, and more, check out our [Instruction Guide](#) or our interactive tutorial, [Introduction to the LMS](#), located on our website www.ct.gov/dmhas/educationtraining.
- Register online early, many classes fill quickly!
- If you do not have a username and password, or to update your email or other profile information, fill out the [My Profile Information Form](#) located on our website, www.ct.gov/dmhas/educationtraining and return via email or fax as indicated on the bottom of the form, and you will receive your login information by email.
- To access course descriptions and additional information about our offerings, please log into our Learning Management System (LMS) and search our online catalog. Once you find the training you are interested in, [click on the title of the offering](#). The description, room, instructor, and CEU information will be listed for each offering.
- Upon registration, participants will receive an email from Education.Training@ct.gov regarding their enrollment status (Confirmed or Waitlisted), room assignments, and session information. **PLEASE READ YOUR EMAILS COMPLETELY and MARK YOUR CALENDAR!**
- Check your SPAM filter to mark Education.Training@ct.gov as SAFE. Contact your IT (Information Technology) person if you have questions.
- If you are on a waitlist and a seat becomes available, an email will be sent offering you the seat. **You must ACCEPT the offered seat, through the online LMS within five calendar days to be enrolled in the class**, see our [Instruction Guide](#) page 11.
- Multiple session classes are clearly noted in this catalog and take place over several days.
- Directions and instructor biographies are located on our website www.ct.gov/dmhas/educationtraining.

Our Winter Catalog 2016 (January, February, & March) will be available for online registration in mid-December.

Other training resources and links are available on our website at: www.ct.gov/dmhas/educationtraining
Scroll to the bottom of the page to locate this information.

AMERICANS WITH DISABILITIES ACT (A.D.A.)

If you need an accommodation based on the impact of a disability or medical condition, you should make the request **immediately upon registering for a course** by contacting Gail Link at (860) 262-5062 or you may email Gail at Gail.Link@ct.gov.

FREQUENTLY ASKED REGISTRATION QUESTIONS

Q: How do I reset my password?

A: Send an email directly to Education.Training@ct.gov with a subject of **Password Reset**. Include your full name and agency, or from the log-in page, click the link "Forgot your password".

Q: How do I get a copy of my transcript?

A: Online transcripts are available for classes that have been held after 1/1/09. Please view our website for the [Instruction Guide](#) and go to the section on my transcript. For official transcripts or transcripts that include classes prior to January 1, 2009, please contact Anita at Anita.Bengtson@ct.gov.

Q: How can I find the description of a training or know if a training offers CEUs?

A: While in the LMS, click on the training title located within the offering details box.

Q: What does my computer need (system requirements) for me to take self-directed web-based training?

A: Your computer must have internet access (DSL or Cable recommended for faster connection), Adobe Flash Player, and Pop-up blockers must be disabled on your Browser and Google toolbar. We strongly recommend a wired internet connection.

Q: If I don't finish the web-based training in one sitting, how do I get back to it to finish?

A: After logging in, click on the "My Learning" tab. You are automatically brought to your Enrollments. Scroll down to find the name of the training that you want to finish. To the right of the training name, click the "Launch" button.

Q: I completed a web-based training, but it did not show up on my transcript. What should I do?

A: If you have been taking the training over a wireless internet connection, connect your computer to the internet with a wired connection and log on to the LMS. Launch the training again, and retake the quiz to get credit.

Q: How do I get a certificate with Continuing Education Units (CEUs) for a web-based training?

A: Upon successful completion of the training and quiz, send an email with your name, username and the name of the web-based training to Education.Training@ct.gov. Put "**Request for CEU Certificate**" in the subject line. A certificate will be emailed to you.

Q: What if I have reviewed the FAQs above and am still having problems?

A: Check out our [Instruction Guide](#), then call Anita Bengtson at 860-262-5065.

CANCELLATION INFORMATION

Rarely, a course may be cancelled. We strongly encourage you to check your email for cancellation notices.

If you are unable to attend a class for which you have been enrolled, please drop your registration as soon as possible. This will allow other participants on the Waiting List an opportunity to be contacted to attend.

To drop a class, log onto the Learning Management System (LMS) <https://ctlms.ct.gov>, go to the "My Learning" tab and click "Drop" under the "Action" column for the title of the class you will not be attending. **The window will refresh with class details and you MUST scroll to the bottom of the page and click "Drop" again to confirm cancellation. An email will be sent confirming your cancellation.**

FAILURE TO CANCEL YOUR ENROLLMENT FOR CLASSES YOU ARE UNABLE TO ATTEND MAY AFFECT YOUR ELIGIBILITY TO REGISTER FOR FUTURE CLASSES.

INCLEMENT WEATHER PROCEDURES

- ❖ Participants may call (860) 262-5071 after 7:00 a.m. to listen to a recorded announcement stating if classes are cancelled. **As many of our classes are conducted at offsite locations, which include non-state run offices, it is important to check that classes are being conducted.**
- ❖ In the event of a cancellation due to inclement weather, all registered participants will be notified of the rescheduled date of the class by email.